

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: [REDACTED]

EXTENSION [REDACTED]

NO.

D/OTE
1026 Co6C

DATE 7 July 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. [REDACTED]
2C20/Hqs.

Joe:

2.

Thanks for your memo on management training. We need to do everything we can to get the DO the management training it needs.

3.

4.

The, or one, question is... can we devise a basic management block or module that cuts across Agency lines?

5.

We need to work this problem.

6.

7.

cc: C/LDD/OTE via ADC/OTE.

8.

9.

10.

11.

12.

13.

14.

15.

FORM 1-79

610

USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

MEMO FOR : THE RECORD

STAT

FROM:

SUBJECT: Managerial Training Suggestions

I have tentatively come up with a program of what I feel should be included in our managerial training program and I would like your comments/suggestions on it.

APPROXIMATE

GS Level	Course	Length
GS 12	Leadership Skills	1 Day
GS 12	Managerial Skills	1 Day
GS-12/13	Power Workshop	2 1/2 Days
GS-12-14	OPS MANAGEMENT SEMINAR	5 Days
GS 12-14	Counselling	2 Days
GS 12-14	Managing Problem Employees	1 day
GS 12-14	PAR WORKSHOP	1 day
GS 13-14	POCM	5 1/2 days
GS 14-15	LOOKING GLASS	5 days

I have discussed this with OTE and they are thinking along the same lines as we are except that they are thinking of more time for the subjects and teaching them in 3 day to one week blocks. I told them I thought we would prefer to have the instruction in one or two day segments whenever possible. They are having a three day retreat at the farm next week to discuss what they want to do and how they want to go about it. We may get invited to present our suggestions after they get their ideas together.

This is a talking paper for everyone to make suggestions on. I would be happy to discuss what I feel should be included in each of these courses if anyone wants to get specific.

STAT

 24 June 1986